

SECTION 3.70 PAY GRADE STUDIES

Last Update: 10/2010

General

When an agency is experiencing severe difficulties in recruiting/retaining employees for a specific job class, and other possible problem areas (e.g., geographic location, organizational culture, work environment, etc.) have been ruled out, the problem may be the result of pay inequities. Document the issue, including the reasons:

- potential applicants decline interviews or job offers
- employee voluntarily leave the organization as documented in exit interviews.

Submit professional publications or other documented information about pay or salary surveys for specific job class (or classes). Discuss issues with the personnel officer assigned to the agency. Completion of a Pay Grade Study Questionnaire may be required as the first step in the pay grade review process. The Department of Administrative Services-Human Resources Enterprise (DAS-HRE) will analyze the information and determine if a market study is warranted. Factors that impact this decision may include the following:

- pay information/surveys the agency has submitted
- collective bargaining status of the job class
- ability to fund pay grade changes
- whether the job class is used only by the agency or several agencies
- ability to attract applicants and retain employees.

Recruitment

Often, the rate of pay for the class is not the problem. It may be that qualified individuals are not aware of the position. Work with the personnel officer to determine the best ways to recruit for the position(s).

Salary Surveys

If a study is warranted, DAS-HRE will examine existing salary information for similar classes. Typically, salary surveys are conducted each year including surveys from central Iowa employers and other sources including the Central States Survey, a survey of state governments. DAS-HRE may initiate a focused survey in the surrounding states.

Class and Pay Plan

Once surveying is complete, data is compiled and compared against the salary of the class or classes being reviewed. Before a recommendation is issued, the data is compared to the Class and Pay Plan to ensure the proposed salary is consistent with the plan and that it does not distort other similar classes or classes in a series of classes.

Pay Grade Recommendation

DAS-HRE makes a pay grade recommendation, subject to DOM and/or Governor's Office approval, as required. If the class is covered by collective bargaining, the new pay grade for the class is negotiated with the union representing the class as required by Iowa Code Chapter 20.